



Kinship

**Senior children and young people's participation
officer**

RESEARCH AND PRACTICE

Information for applicants for the post of: Senior children and young people's participation officer

Thank you for your interest in the above role. This pack tells you more about Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

Role details:

Job title: Senior children and young people's participation officer

Responsible to: Research Manager

Duration: Fixed-term contract until July 2029

Location: London (Vauxhall office and community-based)

Working Hours: 21 hours per week

Salary: £33,000 FTE, pro rata to £19,800 per annum for 21 hours per week, plus London Weighting.

Direct reports: Sessional Youth Workers (to be recruited)

Leave allocation: Annual leave entitlement will be calculated on a pro-rata basis equivalent to 30 days' annual leave plus bank holidays for a full-time employee.

About Kinship:

We are Kinship. The leading kinship care charity in England and Wales. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We are made by and for our community of kinship carers. Like family, relationships run deep. And we hear their experiences; for too long they have been isolated without the help they need.

We support, advise and inform kinship carers. Connecting them so they feel empowered. Because a child needs the love and warmth of a thriving family.

We develop research, campaigns and policy solutions. Creating positive change across society. Because for kinship families, love alone is not enough.

Through our work we harness frustrations to fuel passion for change. And tough experiences to inspire ideas that transform lives.

And as we see momentum building, we keep using evidence to demonstrate the value of kinship care. Helping kinship carers navigate challenging circumstances. Believing in a child's potential.

Join us. Together, let's commit to change for kinship families.

Purpose of the role:

You will lead our **London participation programme for children and young people aged 5-18 in kinship care**, helping co-produce the first national survey of this group as part of a BBC Children in Need-funded project.

Through annual engagement and participation activities, you will help children and young people build **peer relationships, confidence and skills**, and share experiences that shape the survey and influence how kinship care is understood and supported.

Working closely with the Research Manager, you will support children and young people to shape the survey, interpret findings and share results. You will coordinate activities across the participation cycle, including creating a **Young People's Network** and tailored developmentally appropriate approaches, facilitating focus groups, supporting children and young people to interpret findings, and co-producing creative and campaigning outputs to share the results.

The role is a key part of our ambition to increase opportunities for children and young people with experience of kinship care to shape our work. The role will contribute learning from their work to support the development of Kinship's Participation and Involvement approach with the development of future participation opportunities at Kinship for children and young people. This will include establishing and facilitating a **kinship-experienced young adults' advisory group** to help guide Kinship's work.

As the role involves direct work with children and young people in complex safeguarding contexts, including those who have experienced trauma, abuse or neglect, the postholder will work closely with Kinship's Designated Safeguarding Manager to ensure **safeguarding, wellbeing and trauma-informed practice** underpin all programme activity.

The type of person we're looking for:

We're looking for someone who is passionate about supporting children and young people to have their voices heard and creating opportunities for them to build confidence, skills and meaningful connections with peers.

You will have experience of delivering group-based activities, participation programmes or youth work with children and young people and be skilled at building trusting relationships with a diverse range of participants. You will be confident facilitating discussions, adapting activities for different developmental stages and needs, and creating safe, inclusive environments where children and young people can contribute in ways that work for them.

You will be highly organised, able to coordinate multiple activities and stakeholder relationships, and motivated by seeing projects through from planning to delivery. An understanding of participation principles and co-production is important, along with a commitment to ensuring that children's lived experiences inform decisions that affect them. Ideally, you'll have experience of working with kinship or care-experienced children and young people.

What you'll be doing:

Key responsibilities:

1. Develop and support a project young people's network

- Build trusting relationships with kinship families through outreach, individual meetings and home visits where appropriate
- Recruit and support a young people's network of up to 90 London-based children and young people aged 5-18 from a range of kinship care arrangements over three years (50 in year 1, 20 in year two and 20 in year three).
- Work collaboratively with Kinship colleagues, peer support groups and partner organisations to promote inclusive participation opportunities and engage a diversity of children and young people.

2. Deliver engagement and support participatory research

- Design and deliver a programme of creative and developmentally appropriate engagement and participation activities for children and young people aged 5-18 in kinship care in London with a trauma-informed approach. This will include recruiting and supporting sessional youth workers to support design and delivery of engagement activities.
- Maintain resources and tools that support effective and consistent participation practice.
- Support children and young people to feel engaged in a community of shared experience, to develop positive relationships with peers and increase feelings of belonging.
- Support children and young people to develop the confidence, knowledge, self-advocacy and leadership skills needed to participate meaningfully, influence decisions that affect their lives, and communicate their experiences, needs and aspirations to decision-makers and professionals.
- Work with the Research Manager to ensure survey consultations with the project youth network inform the development of the national survey.

- Work with colleagues across teams to identify, coordinate and promote opportunities for members to influence Kinship services and campaigning activity.

3. Safeguarding and wellbeing

- Ensure safeguarding is central to all participation activity, using trauma-informed and contextual safeguarding approaches appropriate to children and young people in kinship care, including prior trauma and complex family dynamics.
- Identify, record and escalate safeguarding concerns appropriately to the safeguarding manager or designated Safeguarding Lead, maintaining accurate records on Salesforce of all observations or concerns.
- Conduct risk assessments and implement safeguarding measures for activities, visits and events, including lone working procedures using the Stay Safe app for all home visits.
- Provide safeguarding oversight for sessional youth workers you line manage.

4. Monitoring, learning and evaluation

- Work with the Research Manager and fundraising team to ensure funder requirements are incorporated into the programme's monitoring and evaluation framework.
- Maintain accurate records of engagement activity and participant involvement on our database Salesforce.
- Monitor and report on programme outputs, outcomes and impact.
- Produce reports, case studies, learning summaries and other evidence of impact for funders and internal stakeholders.
- Identify emerging principles, approaches and good practice from participation activity to inform the development of future youth participation work at Kinship.
- Capture and reflect on opportunities, challenges and lessons learned from engaging children and young people, contributing to recommendations for future participation activity.
- Support the development and review of processes, guidance and frameworks that support safe, ethical and meaningful participation with children and young people.

5. Establish a kinship-experienced young adults advisory group

- Recruit and support young adults aged 18 to 25 with experience of kinship care to Kinship's first young adults advisory group.

- Work with teams to facilitate opportunities for advisory group members to influence organisational strategy, communications, service design and external influencing work.
- Coordinate and facilitate quarterly group meetings
- Ensure members receive appropriate support, recognition and development opportunities.

Knowledge, abilities, skills and experience:

Essential:

- Significant experience of developing and delivering participation programmes with children and young people.
- Experience of engaging children and young people facing additional vulnerabilities or adverse childhood experiences.
- Experience of facilitating consultations, workshops or co-production activities.
- Experience of building professional trusted relationships with children, young people and families.
- Experience of developing partnerships and working collaboratively across organisations.
- Experience of co-producing outputs with young people for translation into service, campaign or policy development.
- Strong understanding of safeguarding legislation and statutory guidance, including Working Together to Safeguard Children 2026.
- Experience of working directly with children who have experienced trauma, using a trauma-informed approach.
- Experience of monitoring, evaluating and reporting on project outcomes.
- Ability to satisfy the requirements for working in regulated activity with children, including obtaining an Enhanced DBS check with Children's Barred List check.

Desirable:

- Personal experience of kinship care.
- Experience supporting youth advisory groups, youth boards or participation forums.
- Experience of participatory research.

- Experience of influencing organisational strategy or service development through participation.
- Understanding of children's rights and participation frameworks.

Your main relationships will be with:

- Research manager
- Research officer (to be recruited)
- Sessional youth workers
- Participation and involvement manager
- Designated safeguarding manager and safeguarding lead
- Senior fundraising manager
- Marketing, communications and campaigns team
- Policy and public affairs team
- Digital and content team

What it means to work at Kinship:

Our vision:

A society in which kinship carers and the children they care for are recognised, valued and supported.

Our mission:

To ensure that kinship carers and the children they care for get the support and recognition they need.

"Knowing what you do helps kinship families that really need support.

Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers."

(Staff member at Kinship)

We want to offer you the best place to work. Our people are friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.

Our Kinship values:

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



Equality, diversity and inclusion:

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work.

We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate application information:

Please refer to the job description for this role to check that you meet the criteria in the "knowledge, skills and experience" section that are necessary for the job.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined in the job description.

Please tell us if there are any reasonable adjustments, we can make to assist you in your application.

If you have a disability that you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

How to apply:

Any applications arriving after the closing date will not be considered for shortlisting unless there are exceptional reasons.

Kinship reserves the right to close a recruitment campaign earlier than the advertised where we have received sufficient applications so please apply early!

Please apply for the role of senior children and young people's participation officer by sending a **CV** and **cover letter (no more than 1 page)** detailing how you match the requirements for the role, to the advertisement on <https://www.charityjob.co.uk/>. Please use examples to demonstrate your experience.

Please include your notice period / earliest availability to start.

Some tips for your application:

- Make sure you've read the job description and the essential requirements – make sure your application reflects those points in the requirements very clearly.

- Tell us why you want to work for Kinship. We're interested in working with people who share our values. You can read about our values above.
- Keep your response clear – use bullet points and short paragraphs if that helps. It will help the recruitment team to focus on your knowledge, skills and experience.
- Don't go over 1 page on your covering letter.
- Please do not use AI tools like ChatGPT to produce your answers. We use software to check, and your application will be rejected if you do.

Key dates:

Apply:

Via [CharityJob](#)

Application deadline:

11.30pm on 19 October 2026

First interview:

W/C 2 November 2026

Kinship reserves the right to close applications early on receipt of sufficient applications. Apply early!

If you would like further information or an informal chat about this role, please contact **Anam Raja** (Research Manager) on research@kinship.org.uk

Conditions of employment and what we offer:

Working hours:

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded, for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March) pro rata.
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.

Flexible working:

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Learning and development:

We are committed to developing and enhancing the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Health and wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Salary Extras (Discounts on highstreets brands, online retailers and cinema tickets)
- Charity Worker Discount

Travel:

For this role, there may be occasional travel within the UK. There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme:

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements. We use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.

Probationary period:

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Community:

- Employee resource groups (including Equality, Diversity and Inclusion Working Group and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and passionate about doing their best for kinship carers.

We will **guarantee interviews** to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector.

Standard clauses:

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- The post holder must at all times carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note:

This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.